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(CLASSIFICATION)

Executive Registry

66-4370

OFFICE OF THE DIRECTOR

Action Memorandum No. A-394Date 18 June 1964

TO :

Assistant Director for Public Affairs

SUBJECT :

Regular Weekly Reports of Press Contacts

REFERENCE:

1. As I have reminded you on at least two occasions, the Director asked, when you took over the job as Assistant Director for Public Affairs, that you submit to him and the DDCI and myself a weekly report on your press contacts.

2. Would you kindly institute this weekly report immediately indicating who you see, subject of discussion, as well as telephone calls to and from the press and important mail. Will you arrange to have this in my office each week by not later than noon, Friday, starting 19 June.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

LBK:drm

Distribution:

Original and 1 - Addressee

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SUSPENSE DATE:

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